

C.I.G. Administrative Instructions [REDACTED]  
UNCLASSIFIED

1 of 1

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

31 December 1948

STATINTL SUBJECT: Allocation of Office Equipment.

(This rescinds Administrative Instruction No. [REDACTED] dated 20 January 1948.)

1. The following policy is established as a general guide for the allocation of office equipment and furnishings to the various offices of CIA:

CLASS "A" EQUIPMENT

Offices of the Director and Deputy Director  
Offices of Assistant Directors and their Deputies  
Offices of CIA Staff Chiefs and their Deputies

CLASS "B" EQUIPMENT

Offices of Branch Chiefs  
Offices of Chiefs of organizational units equivalent to a Branch

CLASS "C" EQUIPMENT

All other offices

2. Exceptions to the above policy may be made with the approval of the Services Officer or the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: A

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

20 January 19[REDACTED]

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Office of the Deputy Director  
Office of the Executive Director  
Office of the Asst. Directors, including Deputy  
Assistant Directors  
Office of Executive for Administration and Management  
Office of Executive for Inspection and Security  
Office of Chief, ICAPS  
Office of Chief, Advisory Council  
Office of General Counsel

CLASS "B" EQUIPMENT

Office of Branch Chiefs  
Office of Chiefs of Organizational Units equivalent  
to a Branch

CLASS "C" EQUIPMENT

All other offices

2. Offices having special functions and reception offices will be allocated equipment of a class satisfactory to their operational needs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: A

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Office of Chiefs of Organizational Units equivalent  
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Executive for  
Administration and Management

DISTRIBUTION: A

D R A F T

12 January 1948

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

DATE

20 Jan 48

SUBJECT: Allocation of Office Equipment

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Office of Branch Chiefs  
Office of Chiefs of Organizational Units equivalent to a Branch

CLASS "C" EQUIPMENT

All other offices

2. Offices having special functions and reception offices will be allocated equipment of a class satisfactory to their operational needs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

*Prepared for  
publication -  
[Signature]  
20 Jan*

[REDACTED]  
Executive for  
Administration and Management

LTS

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : ACTING CHIEF, MANAGEMENT BRANCH

DATE: 15 January 1948

FROM : CHIEF, SERVICES BRANCH

SUBJECT: Proposed Administrative Instruction on Allocation of Office Equipment

1. In connection with the attached proposed Administrative Instruction, subject: "Allocation of Office Equipment", the Chief, Services Branch, has the following comments to submit.

2. Paragraph 4 of the previous Memorandum dated 11 April 1947 is preferred over the paragraph 2 of the proposed order, the reason being that the latter implies that reception offices of all descriptions, whether they be reception offices to buildings or a division, or whatever, will be allocated Class "A" and Class "B" equipment. Also, the use of the phrase, "special functions" would be a basis on which practically every office can base an appeal. Past experience has indicated that such appeals will be made. Under the previous Memorandum there were practically no appeals for executive type office equipment, and it is for that reason that the statement contained in the previous order is preferred.

STATINTL

3. The proposed order also does not state wherein the authority lies for the determination of Class "A" or Class "B" equipment. It is believed that some authority should be worked out for this. It is suggested that reference be made to the Services Branch "Catalog of Office Equipment and Furniture" dated 1 December 1947, in which Class "A" and Class "B" equipment is listed.

ILLEGIB

  
Chief, Services BranchAttachment  
*be permitted.* *Print*

D R A F T

9 January 1948

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

DATE \_\_\_\_\_

SUBJECT: Allocation of Office Equipment

1. The following policy is established as a general guide for the allocation of office equipment and furnishings to the various offices of CIA:

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	Office of the Executive Director
	Offices of the Asst. Directors, including Deputy Assistant Directors
Office of	Executive for Administration and Management
" "	Executive for Inspection and Security
" "	Chief, ICAPS
" "	Chief, Advisory Council
" "	General Counsel

*OK if concurred in & understood by chief. Sec*  
*103*  
*9 Jan*

CLASS "B" EQUIPMENT

Office of	Branch Chiefs
" "	Chiefs of Organization <sup>al</sup> Units Equivalent to a Branch

CLASS "C" EQUIPMENT

All other <sup>offices</sup> personnel

2. Offices having special functions and reception offices will be allocated equipment of a class satisfactory to their operational needs.

~~3. The Services Branch will make equipment available based on the above.~~

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Executive for  
Administration and Management



# Office Memorandum • UNITED STATES GOVERNMENT

TO : EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT DATE: 5 January 1948  
FROM : CHIEF, SERVICES BRANCH  
SUBJECT: Distribution of Executive Type Office Equipment

STATINTL

1. Reference CIG Memorandum [REDACTED] dated 11 April 1947,  
Subject: "Distribution of Executive Type Office Equipment".

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2. This memorandum was rescinded by CIA General Order  
[REDACTED] dated 26 September 1947 issued by the Executive for  
Administration and Management.

3. The memorandum referred to in paragraph 1 above is  
essential as a basic policy for the distribution of the more  
expensive types of office equipment. Experience has indicated  
that such a policy in the end proves to be an economy rather  
than an extraordinary expense.

4. The memorandum as originally issued serves the purposes  
of the Supply Division, Services Branch, completely, and no  
changes or amendments are recommended. It is therefore recommended  
that a similar directive be issued by the Executive for Administration  
and Management.

STATINTL

[REDACTED]  
Chief, Services Branch

STATINTL

TRANSMITTAL SLIP		
<u>12 Jan</u> DATE		
TO: [REDACTED]		
BUILDING NO.		
REMARKS:  OK 103 12 Jan		
FROM: EXECUTIVE REGISTRY		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8  
SEP 1945 (1299)

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

STATINTL

TO : Executive for Administration & Management  
Thru: CAS & ADSO

DATE: 7 January 1948

STATINTL

FROM : CCD  
SUBJECT: Domestic Telegrams - Change in Rates and Procedures

1. In order that originators of domestic telegrams may be informed of the new telegraph rates and procedures, it is suggested that the following CIA Administrative Order be published:

\*1. The FCC regulations giving the U. S. Government preferential rates and priority over commercial traffic when using domestic commercial telegraph facilities have been recently changed. As a result, the cost for domestic commercial telegrams has been increased 20%, making it the same as the full commercial rate. Likewise the old ruling that Government Domestic Telegrams were handled ahead of all other traffic has been changed. Government Domestic Telegrams will be handled in their normal sequence with other traffic unless the originator indicates a specific request for special priority handling.

\*2. Originators of Government Domestic commercial telegrams are cautioned that if a telegram requires special handling, the precedence PRIORITY or URGENT must be checked if a cable form is used; and that the words "PRIORITY" or "URGENT" must be typed on a Western Union telegraph blank.

\*3. Upon receipt of domestic telegrams marked PRIORITY or URGENT, the Communications Division Signal Center will include the proper precedence symbol on the message and pass to the Western Union Company for transmission.

STATINTL

[Redacted]  
Lt. Colonel, GSC  
Chief, Communications Division

Recommend Approval.

STATINTL

For ADSO

[Redacted]  
Exec. Officer  
9 Jan 48